

**REPRESENTATIVE TASK ORDER 2  
“SECURITY SPECIALISTS FOR NATIONAL SECURITY ADJUDICATION”  
STATEMENT OF WORK (SOW)**

**OFFICE OF PROTECTIVE SERVICES (OPS) TASK ORDER NO.: TBD**

- 1. SUBJECT OF WORK:** Security Specialists for National Security Adjudication Services
- 2. OPS DESIGNATED TASK ORDER REPRESENTATIVE: TBD**

**CONTACT INFORMATION:**  
**TBD**

**3. DESCRIPTION OF WORK TO BE PERFORMED**

- 3.1. NASA Headquarters Central Adjudication Facility (CAF) performs security clearance adjudication services and other associated activities.
- 3.2. **Services to be provided.** The contractor shall provide Security Specialists at NASA Headquarters to perform administrative and technical security support services to assist the CAF staff perform National Security Adjudication Services and associated activities.
- 3.3. This Task Order requires the services of Security Specialists as required under the Baseline Contract PWS and as described under this Task Order SOW.

**A. Qualifications.** Each Security Specialist shall:

- 1) Meet all qualifications described in the Baseline Contract’s Performance Work Statement (PWS) for Security Specialists and as described in this Task Order SOW.
- 2) Be able to perform all required services described in the Baseline Contract’s PWS for Security Specialists to support the Office of Protective Services (OPS) under IDIQ Task Orders.
- 3) Have the required minimum 2-year experience as described in the Baseline Contract’s PWS for Security Specialists. See “Two-year Experience Requirement” below for additional information.
- 4) Hold or be eligible to receive a Top Secret security clearance. The OPS Designated Representative identified in this Task Order may grant waivers to work pending completion of a Top Secret security clearance investigation containing satisfactory information. However, if the investigation cannot support granting the Secret security clearance, then the contractor employee may not be employed under this task order).

- 5) Be able to provide services using data bases and be proficient in entering data in computers as large amounts of information may be required to be entered promptly and accurately.
- 6) Have other certified training or on the job training in lieu of meeting up to one (1) year of the two (2) years minimum experience requirement. Such training may satisfy some or all of one (1) year of the minimum experience requirement and only if such training is considered acceptable by the CO or the COTR. Accepting training in lieu of some or all of one (1) year of the minimum experience requirement is not to be considered a right of the Security Specialist or the contractor, but instead will be granted on an exception, case by case basis at the discretion of the OPS Designated Representative identified in this Task Order. The decision will be final and not subject to any review or appeal.

B. **Duties and Responsibilities.** Each Security Specialist shall:

- 1) Perform duties and responsibilities as described herein and in the Baseline Contract's PWS for Security Specialists to support the Office of Protective Services (OPS) under IDIQ Task Orders.
- 2) Primarily perform and/or assist in performing security clearance adjudications services. This will include having extensive involvement with the processing and administrative management of background investigations requests, reports, and records. In addition, perform other related duties as identified.
- 3) Perform all adjudication related activities required to execute an average of ten (10) case files, per adjudicator, per week. This requirement is subject to the number of case files available during any particular week.
- 4) Prepare written reports of activities on a regular or ad hoc basis. Such reports usually will be, but are not limited to, weekly and/or monthly statistical summations of adjudication related activities that include such things as the number of people: requested for background investigations; processed; pending; completed; remaining; etc.
- 5) Attend and successfully complete NASA sponsored training on how to properly process and adjudicate background investigations, and possibly other Security Specialist activities. Any costs or arrangements for attending such training shall be borne by NASA.

C. **Two-year experience requirement:** It is expected that two years experience of National Security Adjudication services enables each Security Specialist to perform as follows:

- 1) Review case files for completeness to ensure that all necessary paperwork is on file and essential information is entered correctly into the NASA

- Clearance Tracking System. Ensure accuracy and currency of information, and file content to determine the need to request additional information.
- 2) Identify potential sources of needed information and prepare messages to request needed information. Once received, review requested information to determine if information is adequate for continuing adjudication process.
  - 3) Review investigated report to ensure that scope of investigation is covered and type of investigation is appropriate for the level of clearance and review all documents for content to identify issues.
  - 4) Complete case review and ensure all actions are documented including, but not limited to, content of all incoming/outgoing case related e-mails and/or information obtained to ensure accurate record of case activity.
  - 5) Ensure that additional investigative information is requested as required and respond to routine inquiries concerning case status in a timely manner.
  - 6) Utilize NASA CAF subject matter experts, as required.
  - 7) Analyze Security concerns against adjudicative standards. Identify security concerns associated with appropriate adjudication standards and review using the "whole person" concept. Determine severity of security concerns.
  - 8) Identify mitigating factors of conditions that could raise a disqualifying Security concern(s) associated with appropriate adjudication guidelines.
  - 9) Make recommendation in writing using the "whole person" concept (available reliable information about the person, past and present, favorable and unfavorable information), applying adjudicative guidelines and ensuring that the recommendation to grant or deny access is made based on the best interest of National Security.
  - 10) Prioritize case/work load. Ensure case load is appropriately prioritized (e.g. High priority or time-sensitive cases are expedited).
  - 11) Ensure accountability for case files is maintained during the time case is assigned to the adjudicator.

### **3. SPECIAL REQUIREMENTS OR OTHER INFORMATION**

Most of the activities the Security Specialists will be involved with will involve handling personal information that is subject to strict Privacy Act and other legal confidentiality restrictions. The Security Specialists must adhere to any and all such restrictions that they are required and/or instructed to follow by NASA security staff and/or the contractor's management.

Two (2) Security Specialist's are required under this Task Order.

### **4. PERIOD OF PERFORMANCE**

4.1. The Security Specialists shall perform the work of this Task Order as follows:

- A. The period of performance of this Task Order is from 01/01/13 through 12/31/13.
- B. Each of the Security Specialists shall work from 0800 – 1600 hours, exclusive of Federal holidays, Monday through Friday, or as otherwise agreed to by the OPS Designated Representative. Any OPS agreement to changes from the above schedule shall be provided to the Contractor in writing prior to any changes being effected. The Contractor shall not make any changes without OPS written agreement.

## 5. DELIVERABLES

5.1. The contractor shall provide the following deliverables:

SECTION REFERENCE	DELIVERABLES	SCHEDULE	RECIPIENT	QUANTITY
B.1	Services IAW the Baseline Contract PWS and this Task Order.	As required.	CAF Manager	As required.
B.3	Completed Adjudications	Per Month.	CAF Manager	Not less than an average of 10/week.
B.4	Written reports.	NLT three (3) workdays after the end of the applicable reporting period.	CAF Manager	1 Each.

NLT: Not Later Than. PWS: Task Order Performance Work Statement. IAW: In Accordance With

5.2. All deliverable documentation and/or reports the contractor is required or requested to deliver shall be provided in both an electronic format compatible with Microsoft Word, Excel, and/or PowerPoint software as appropriate, AND a paper format (original to the Contracting Officer or OPS Designated Representative, as applicable). Both formats shall be clearly labeled as deliverable(s) required by this Task Order and shall include the following information:

Contractor Name: Awardee  
Contract No.: To be Determined (TBD).  
Task Order No.: TBD - Identified at top of this PWS.  
Deliverable Item: Identified from "DELIVERABLES" section.  
Date of the Deliverable.  
Printed name and title of the person presenting the deliverable document.

## 6. COMPLETION

- 6.1. The supplies and/or services required to be delivered by this Task Order will be considered complete only after the contractor has fulfilled all the requirements of this Task Order and demonstrated completion to the satisfaction of the OPS Designated Representative. Thereafter, the OPS Designated Representative will prepare a brief document referencing this Task Order and briefly describing its completion, and provide it within five (5) business days to the contractor (with a courtesy copy to the Contracting Officer) so the contractor can then submit its final invoice for this Task Order.

## **7. INVOICING**

- 7.1. The contractor shall invoice separately, on a monthly basis, for services pertaining to this Task Order for each respective month. The contractor shall identify the Task Order number.

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